

# **DEVELOPMENT REVIEW COORDINATOR I**

## **GENERAL RESPONSIBILITIES**

Coordinates development review process with applicable regulations including Carroll County Zoning Ordinance, Subdivision Regulations, Carroll County Master Plan and the Development Handbook and in accordance with Federal, State and local laws.

**ESSENTIAL TASKS** include the following; other duties may be assigned.

1. Provide technical project review for assigned projects by facilitating the interagency review process and managing all associated citizen issues
2. Present assigned development projects to the Carroll County Planning & Zoning Commission, to include discussion of interagency review issues and citizen concerns
3. Review minor subdivision, basic site plans and use and common driveway plans against applicable regulations and guidelines, and communicate design issues and potential alternatives to developers, engineers, attorneys, and citizen advocates
4. Present basic project reviews and staff report findings at the monthly Technical Review Committee meeting for assigned projects, to include addressing issues and concerns raised by citizens
5. Meet with developers, engineers, attorneys, and citizen advocates to discuss development plans and make recommendations regarding site design and lot layout
6. Conduct field inspections to verify site plans and features
7. Compile reports required by management, boards, commissions, or government agencies
8. Participate in work groups and attend public meetings
9. Apply principles, practices, laws and regulations related to development review
10. Address errors and complaints
11. Perform related duties as to specific assignments
12. Any employee may be identified as Essential Personnel during emergency situations
13. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
14. Communicate with managers, supervisors, co-workers, citizens, and others, maintain confidentiality; and represents the County

## **EDUCATION AND EXPERIENCE**

1. Bachelor's degree in civil engineering, planning, architecture, or related field
2. Two years experience in land use planning, site plan design/review, civil engineering design, landscape architecture, construction management or related land development field\*

\*A comparable amount of training and experience may be substituted for the minimum qualifications

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Read, analyze, and interpret business and technical procedures and governmental

- regulations
- 2. Excellent written and oral communication skills
- 3. Make persuasive presentations on complex topics to top management, public groups and/or boards, and employees
- 4. Write plans, reports, correspondence, procedures and other required documentation
- 5. Demonstrate project management skills
- 6. Define problems, collect data, establish facts and draw valid conclusions
- 7. Apply complex mathematical concepts and formulas
- 8. Work with detail, problem solve, and communicate problems
- 9. Ability to perform site inspections and make field observations at off-site locations
- 10. Use computer software programs and/or other applications, including Geographic Information System (GIS) applications

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- 1. Valid driver's license